Information Management

Imaging Resources Guide

July 2004

Alberta
GOVERNMENT OF ALBERTA

105-02177/

Produced by

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ISBN 0-7785-3125-2

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1. Introduction

Imaging is a fundamental component of electronic information management in the Government of Alberta (GOA). In both digital and micrographic formats, it is a technology that can greatly facilitate the retrieval, sharing, transmission and preservation of information. Standards and practices are needed to ensure the information is authentic, able to meet evidentiary requirements as well as preservation needs.

This resources guide has selectively collected publications and standards with the purpose of supporting the development of corporate standards and practices for the Government of Alberta. The guide identifies national, international and organizational publications relevant to imaging, micrographics and evidentiary records. Also included are industry standards for both imaging and micrographics.

1.1 What Is Imaging?

The term imaging is synonymous with micrographics, microfilming, and more recently, digital electronic imaging. Three types of record imaging exists today and are used by private and public spheres; micrographics, digital imaging and the hybrid approach.

Micrographics refers to the production, handling, and use of microfilm when original documents in paper form are captured in micro-images. Some of the more common formats include the roll film, cassette, cartridge, aperture card, jacket and fiche. The benefits of microfilming original source documents include minimized storage space compared to paper files and an effective method of preservation and protection of records.

Digital electronic imaging systems differ from microfilming because the secondary image exists as a digital file stored in a computer or network. An example of this is scanning a paper document and storing it in a file on the computer. The advantages of digital electronic imaging include quick retrieval and the ability to share and manage the workflow of documents.

Hybrid systems implement both microfilm and digital imaging. This can be done by using microfilm scanners, graphic COM, or camera/scanners.

1.2 Overview of the Guide

The first section covers publications from Canada, the United States and international sources. The majority of these publications are from government sources and are guidelines or recommendations for imaging in their jurisdictions. Several publications from the library community are included as this group has been on the forefront of digital imaging for some time and can provide valuable expertise. The second section includes links to official standards relating to imaging from national and international bodies such as the American National Standards Institute (ANSI), British Standards (BSI), the Canadian General

Standards Board (CGSB), the Enterprise Content Management Association (AIIM), and the International Organization for Standardization (ISO).

Please note that the descriptions of these publications and standards were derived from existing text on their sites. While an effort has been made to reflect the scope of the sites, the descriptions have not been vetted by those responsible for the sites. As such they may not be fully up-to-date or comprehensive.

2.
Publications

2.1 Canadian Federal

Library and Archives Canada
Guidelines for Microfilming Records of Archival Value
www.collectionscanada.ca/information-management/0625/0625020312_e.html
Focuses on micrographic applications created and maintained in roll film format. Lists national standards at the end of the document.

Treasury Board of Canada Secretariat
TBITS 34: Electronic Imaging Standards - Implementation Criteria
This document provides federal departments and agencies with specifications to achieve the continued maintenance of an established level of quality via the analysis of physical characteristics of original documents and specific procedures related to optical scanning operations.
Ordering information:
http://www.cio-dpi.gc.ca/its-nit/standards/tbits34/crit34_e.asp

Treasury Board of Canada Secretariat
TBITS 32: Canadian Micrographic Standard - Implementation Criteria
This document provides federal departments and agencies with micrographic specifications which conform to accepted national standards. The standards will help achieve a high quality microform and effective and efficient micrographic production services.
Ordering information:
http://www.cio-dpi.gc.ca/its-nit/standards/tbits32/crit32_e.asp

Treasury Board of Canada Secretariat
TBITS 33: International Micrographic Standard - Implementation Criteria
This document provides federal departments and agencies with micrographic specifications which conform to accepted international standards. The micrographic standards will help achieve a high quality microform, a stable medium and specifications for storage and preservation.
Ordering information:
http://www.cio-dpi.gc.ca/its-nit/standards/tbits33/crit33_e.asp

2.2 Canadian Provincial

British Columbia
Electronic Imaging Technology (1992)
http://www.mser.gov.bc.ca/crmb/policy/rim/5-11-02.txt
This document contains guidelines for B.C. agencies using imaging.

British Columbia *Evidentiary*
Microfilm as Documentary Evidence (1990)
http://www.mser.gov.bc.ca/crmb/policy/rim/5-10-02.txt

Short document makes reference to national standards and the Canada Evidence Act. This document does not contain any guidelines, advice or standards.

New Brunswick
Guidelines for Electronic Imaging (1998)
http://archives.gnb.ca/Documents/RecMan/ElecImgGuide-e.pdf

General guidelines for governmental bodies in N.B. considering or using electronic imaging. Easy to read, short and concise.

New Brunswick *Evidentiary*
Standard for Departmental Use of Electronic Imaging (1998)
http://archives.gnb.ca/Documents/RecMan/ElecImgStd-e.pdf

General guidelines for governmental bodies in N.B. dealing with this issue. Easy to read, short and concise.

New Brunswick
Guidelines for the Legal Admissibility of Electronic Records (1998)
http://archives.gnb.ca/Documents/RecMan/LegalAdmiss-e.pdf

This document is the provincial imaging standard N.B. departments should follow. It covers implementation, monitoring, maintenance, and archival standards.

2.3 American Federal

Library of Congress
Digital Preservation: Guidelines and Best Practices
http://www.loc.gov/preserv/digital/dp-refguidelines.html

List of relevant documents pertaining to digital preservation in the academic library community. Many of the studies and papers are relevant to government organizations using, or considering, imaging and microfilming.

NARA Code of Federal Regulations: Part 1230 - Micrographic Records Management (2002)
http://www.archives.gov/about_us/regulations/part_1230.html#partca

Contains a list of national standards related to micrographics and information about storing, using and disposing of microform records.

U.S. Environmental Protection Agency (EPA)
Micrographic Management - Source Document Systems
http://www.epa.gov/records/policy/2160/2160-06.htm

Information about implementing micrographics systems (not imaging) that includes a cost-benefit analysis.

2.4 American State

Alabama Department of Archives and History.
Guidelines for the Use of Digital Imaging Technologies for Long-Term Government Records in Alabama (1997)
http://www.archives.state.al.us/ol_pubs/digital.html

Easy to read recommendations based on national standards which are listed on the back page.

Arizona State Library, Archives and Public Records
Document Imaging Technology for Arizona Government Records (2002)
http://www.lib.az.us/records/pdf/Imaging_Tech.pdf

Very broad overview of imaging for those who have no knowledge of terms or procedures.

Colorado State Archives
Records Management Manual. Appendix D- Optical Disk: Policy Statement and Recommended Practices (1995)
www.colorado.gov/dpa/doit/archives/rm/rmman/appndx-d.htm

Archives manual for handling optical disk records. Does not contain technical specifications.

Connecticut State Library
Standards for the Use of Imaging Technology for Storage, Retrieval, and Disposition of Public Records (2001)
http://www.cslib.org//optical.htm

Policy for using digital imaging systems for storing and reproducing official state public records. Also deals with retention, reformatting and integration. Separate web site for the listings of the national imaging standards Connecticut uses available at:
http://www.cslib.org/opticalstnd.htm

Georgia State
Electronic Document Imaging Systems Guidelines (2000)
http://www.sos.state.ga.us/archives/rms/manuals/edisg.htm

Comprehensive guidelines for imaging and contains technical specifications.

Georgia State Division of Archives and History
Standards for Microfilming Records (2000)
http://www.sos.state.ga.us/archives/rms/manuals/smr.pdf

A technical piece based on national standards.

Indiana Commission on Public Records
Records Management: Imaging and Public Records
http://www.in.gov/icpr/records_management55pubs/imaging.html

Provides a comprehensive overview of the issues surrounding imaging using a question and answer format.

Kansas State Historical Society
Digital Imaging Guidelines for State Agencies
http://www.kshs.org/government/records/electronic/digitalimagingguidelines.htm
17 recommendations for Kansas state offices to consider when undertaking a digital imaging project.

Michigan State
Department of Management and Budget. Rules for Optical Imaging Systems (1998)
http://www.michigan.gov/documents/mhc_sa_rules-for-optical-imaging_50171_7.pdf
Comprehensive rules for optical imaging based on national standards.

Michigan State
Guide to Optical Imaging Rules
http://www.michigan.gov/documents/mhc_sa_guide_optical_imaging_rules_50174_7.pdf
Concise, easy to read explanations of the rules. FAQ's at the end of the document are useful for those considering imaging technology.

Michigan State
Electronic Document Management and Imaging Systems Standard (2000)
www.state.mi.us/adminguide/1300/1310-25.htm
This document contains broad, non-technical requirements for electronic and imaging systems.

State Archives of Michigan
Optical Imaging Systems (1998)
http://www.michigan.gov/documents/mhc_sa_rules-for-optical-imaging_50171_7.pdf
Rules for optical imaging systems based on national standards.

Minnesota Office of Technology
IRM Standard 12, Version 1: Technical Standards for the Reproduction of Government Records Using Imaging Systems (1995)
Ordering information:
http://www.state.mn.us/cgi-bin/portal/mn/jsp/content.do?id=-8487&subchannel=null&sc2=null&sc3=null&contentid=536880494&contenttype=EDITORIAL&programid=536881358&agency=OT

Minnesota Office of Technology
IRM Standard 13, Version 1: Management Standards for the Reproduction of Government Records Using Imaging Systems (1995)
Ordering information:
http://www.state.mn.us/cgi-bin/portal/mn/jsp/content.do?id=-8487&subchannel=null&sc2=null&sc3=null&contentid=536880495&contenttype=EDITORIAL&programid=536881358&agency=OT

Minnesota State Archives
Electronic Records Management Guidelines: Digital Imaging (2004)
www.mnhs.org/preserve/records/electronicrecords/erdigitalimaging.html
Overview of the elements and technical specifications for imaging public records.

Minnesota State Archives
Electronic Records Management Guidelines: Digital Media (2004)
http://www.mnhs.org/preserve/records/electronicrecords/erdigital.pdf
Up to date overview of the elements of digital media and the issues surrounding their electronic storage.

Mississippi Department of Archives and History
Imaging Standards: Destruction of Original Records after Imaging
http://www.mdah.state.ms.us/locgov/imaging.html
These rules provide the standards that must be used by state agencies in Mississippi when undertaking imaging technology applications with the intent of disposing of the original public records.

Missouri State
Digital Imaging Systems (2001)
http://www.sos.state.mo.us/records/recmgmt/DIGuidelines.pdf
Comprehensive guidelines covering the planning, technology and implementation for imaging projects.

Nebraska State Records Administrator
Electronic Imaging Guidelines (2003)
http://www.sos.state.ne.us/RecordsMgmt/GuidelineImagingMarch2003.pdf
Concise guidelines with technical specifications for all aspects of imaging.

Nevada State Library and Archives
Electronic Document Management and Imaging Systems Guidelines (2000)
http://dmla.clan.lib.nv.us/docs/nsla/records/edm2.htm
This official state standard includes guidelines for selecting, purchasing and implementing microform and imaging systems.

New Jersey
Standards for Microfilming of Public Records (2003)
http://www.state.nj.us/state/darm/links/njac-15-3-3.html
Comprehensive guides for microfilming based on national standards.

New Jersey
Image Processing of Public Records (2003)
http://www.state.nj.us/state/darm/links/njac-15-3-4.html
Comprehensive guides for imaging based on national standards.

New Mexico *Evidentiary*
Performance Guidelines for the Legal Acceptance of Public Records Produced by

Information Technology Systems (1994)
http://www.nmcpr.state.nm.us/nmac/parts/title01/01.013.0070.pdf
Comprehensive performance guidelines for evidentiary documents in the state of New Mexico.

New York State Archives
Guidelines for Ensuring the Long-Term Accessibility & Usability of Records Stored as Digital Images (1997)
http://www.archives.nysed.gov/a/nysaservices/ns_mgr_pub22.shtml
High level guidelines related to digital images. Contains no specifications or standards.

New York State Office for Technology. Department of Social Services
RFI/RFP Imaging Systems Standards
www.oft.state.ny.us/cookbook/dss_iss_rfp.htm
Document is a Request for Proposal (RFP) that contains a concise list of requirements for imaging.

North Carolina Department of Cultural Resources- Division of Archives & History.
Guidelines for Managing Public Records (2000)
http://www.ah.dcr.state.nc.us/e-records/manrecrd/manrecrd.htm
Contains non-technical guidelines for establishing methods and procedures in the preparation of records produced by information technology systems.

Ohio
Revised Digital Imaging Guidelines: Guidelines for State of Ohio Executive Agencies and Local Governments (2003)
http://www.ohiojunction.net/erc/imagingrevision/revisedimaging2003.html
Provides and explains requirements and guidelines for imaging projects.

South Carolina Department of Archives and History
Public Records Stored as Digital Images: Policy Statement and Recommended Practices (2003)
http://www.state.sc.us/scdah/leaflet13.pdf
Public Records Information Leaflet about digital images replacing public records.

South Carolina Department of Archives and History
Public Records Information Leaflet no. 13: Optical Disk: Policy Statement and Recommended Practices (1995)
http://www.state.sc.us/scdah/l13_odp.htm
Information Leaflet relating to practices pertaining to optical disks.

South Carolina Department of Archives and History *Evidentiary*
Preserving evidence: recommended practices for creating legally-admissible records automated systems (1999)
http://www.state.sc.us/scdah/25.pdf
Public Records Information Leaflet relating to evidentiary records. No standards or guidelines included.

South Carolina Department of Archives and History *Evidentiary*
Legal Requirements for Microfilming Public Records
http://www.state.sc.us/scdah/l1_micro.htm

Short information leaflet relating to South Carolina Acts and Codes as they pertain to microfilmed records as evidence.

Texas State Library and Archives Commission
Microfilming Standards and Procedures
Local Government Bulletin A (1996)
http://www.tsl.state.tx.us/slrm/recordspubs/lgbulla.html

Written for state agencies, this document is comprehensive and heavily referenced with national standards.

Texas State Library and Archives Commission
Microfilming Standards and Procedures
State Agency Bulletin Number Two 1997 (amended from the 1996 Bulletin)
http://www.tsl.state.tx.us/slrm/recordspubs/stbull02.html

Written for local government in Texas, this document is comprehensive and heavily referenced with national standards.

Utah State Archives
Imaging Systems Policy (2001)
http://archives.utah.gov/recmanag/optical.htm

Short, two-page overview of the different systems for imaging as well as the legality of imaged records.

Vermont
Guidelines for Optical Imaging Systems (1995)
http://www.bgs.state.vt.us/gsc/pubrec/imaging/imagingguidelines.pdf

Guidelines for imaging systems based on national standards.

Wyoming State Archives
Electronic Imaging Policy for Political Subdivisions (2003)
http://wyoarchives.state.wy.us/retain/digimg1.htm

Non-technical state policy for imaged documents.

3.
International

Australian Government Information Management Office
Better Practice Checklist: Digitization of Records (2003)
http://www.agimo.gov.au/practice/delivery/checklists/digitisation

This document was designed to help agencies in Australia use digitizing technologies effectively. Contains recommended technical standards.

Public Record Office Victoria
Scanning or Imaging of Records: Advice to Victorian Government Agencies (2001)
http://www.prov.vic.gov.au/publns/PROVRMadvice2.pdf

Short information sheet related directly to Australian legislation concerning records.

Public Record Office Victoria
Advice to Agencies on Electronic Records as Evidence (2003)
http://www.prov.vic.gov.au/publns/PROVRMadvice8.pdf

General advice for managing electronic records and evidence law specific to Australia.

Queensland State Archives
Retention of Imaged Records and their Original (1999)
http://www.archives.qld.gov.au/downloads/RetentionImagedRecords.pdf

Guidelines for retention of records that have been imaged and saved in electronic format. Not related to national standards.

State Records of New South Wales
Digital Imaging and Recordkeeping (2003)
http://www.records.nsw.gov.au/

Brief, detailed explanation and coverage of the issues surrounding imaging. Includes a checklist for establishing an imaging system.

4.
Organizations

Archive Builders
Digital Image Sizes
http://www.archivebuilders.com/whitepapers/22009v107h.html

Document lists computer storage requirements for various digitized document types.

ARMA 2004 Conference
Auditing Image Systems for Compliance (2004)
http://www.arma2004.com/proceedings/T12.ppt

PowerPoint presentation about Canadian standards for imaging as well as information about creating an imaging system in businesses.

Colorado Digitization Project
General Guidelines for Scanning (2002)
http://www.cdpheritage.org/resource/scanning/documents/std_scanning.pdf

This document offers minimum scanning recommendations to Colorado institutions that are planning for, or involved in, digitization projects.

Western States Digital Standards Group
Western States Digital Imaging Best Practices, Version 1.0 (2003)
http://www.cdpheritage.org/resource/scanning/documents/WSDIBP_v1.pdf

This document offers guidance and recommendations to institutions that are planning or involved with digitization projects.

Cornell University Library: Department of Preservation and Conservation
Digital to Microfilm Conversion: A Demonstration Project 1994-1996
http://www.library.cornell.edu/preservation/com/comfin.html

From the academic library community, this detailed report of a two year study at Cornell University contains information and recommendations related to cost differences between microfilming and imaging. Also contains recommendations on the hybrid approach (film and scan).

International Federation of Library Associations and Institutions (IFLA): Guidelines for Digitization Projects (2002)
http://www.ifla.org/VII/s19/pubs/digit-guide.pdf

These guidelines for digital information in the public sphere (mainly libraries) were commissioned by UNESCO. Contains information about conversion, quality control, collection management, legal aspects, budgeting, web development and preservation.

Research Libraries Group (RLG). Guidelines for Microfilming to Support Digitization (2003)
http://www.rlg.org/preserv/microsuppl.pdf

These guidelines deal with the hybrid approach in relation to the creation of microfilm that can be digitized more effectively for digital images. While specific to libraries and archives, this document has value to government organizations.

The Sedona Principles
Best Practices, Recommendations & Principles for Addressing Electronic Document Production (2004)
http://www.thesedonaconference.org/miscFiles/SedonaPrinciples200401

These practices were written by an American organization concerned with legal issues related to electronic documents in the U.S.A. It contains principles for dealing with organizational practices and legal doctrine.

Smithsonian Institution: National Anthropological Archives
Digital Imaging Standards (2002)
http://voom.si.edu/anthro/imaging_standards.htm

Recommended standards for imaging of archival images.

5.
Standards

5.1 Evidentiary Support

ANSI/AIIM TR31/1-1992 (R1999). **Performance Guideline for the Legal Acceptance of Records Produced by Information Technology Systems: Part 1: Performance Guideline for Admissibility of Records Produced by Information Technology Systems as Evidence.**

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1310.

ANSI/AIIM TR31/2-1993 (R1999). **Performance Guideline for the Legal Acceptance of Records Produced by Information Technology Systems: Part 2: Performance Guideline for the Acceptance by Government Agencies of Records Produced by Information Technology Systems.**

This technical report provides an overview of laws pertaining to recordkeeping plus guidance to legislators for establishing jurisdictional standards for records produced by information technology systems.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1311.

ANSI/AIIM TR31/3-1994 (R1999). **Performance Guideline for the Legal Acceptance of Records Produced by Information Technology Systems: Part 3: Implementation of the Performance Guidelines for the Legal Acceptance of Records Produced by Information Technology Systems.**

This report provides a systematic approach for implementing recommendations in Parts I, II, and IV of the Performance Guideline.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1312.

ANSI/AIIM TR31/4-1994 (R1999). **Performance Guideline for the Legal Acceptance of Records Produced by Information Technology Systems: Part 4: Model Act and Rule.**

This technical report describes the Proposed Uniform Records Act (model act) and a model rule for the acceptance of records.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1313.

BSI: PD 0008:1999 - **A Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically.**

Ordering information: http://www.bsi-global.com/Portfolio+of+Products+and+Services/Books+Guides/Doc+Management/pd0008.xalter.

BSI: KIT 38. **Legal Admissibility of Electronic Document Storage.**

Ordering information: http://bsonline.techindex.co.uk.

CAN/CGSB-72.34 [Draft]. **Electronic Records as Documentary Evidence.**

Draft standard covers the evidential requirements for electronic records, transmission, security, encryption, workflow, quality assurance, etc. This standard is the first of four standards, including: Electronic Signatures and Evidentiary Requirements; Codes Representing Retention and Disposal Requirements; and Long Term Preservation of Digital Information.

Ordering information: forthcoming at http://www.pwgsc.gc.ca/cgsb/text/eng-e.html.

CAN/CGSB-72.11-93. **Microfilm and Electronic Images as Documentary Evidence.** Amended 2000.

This standard provides rules and guidelines for organizations to establish and operate a credible image management program with the ability to demonstrate that the resulting captured images are accurate reproductions of source records.

Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_011-e.html.

ISO/TR 10200:1990/Amd 1 :1997. **Legal Admissibility of Microforms.**

Ordering information: http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18227&ICS1=37&ICS2=80&ICS3= and http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=28130&ICS1=37&ICS2=80&ICS3=.

Standards Australia. Australian Standard HB 171- 2003.

Guidelines for the Management of IT Evidence provides useful guidelines for agencies in management of evidence held in computerized systems.

Ordering information: http://www.standards.com.au/catalogue/script/Details.asp?DocN=AS342335504743.

5.2 Imaging, ANSI/AIIM

AIIM C123. **Workflow in Imaging Systems (1992)**

Ordering Information: http://global.ihs.com/doc_detail.cfm?currency_code=USD&customer_id=212540352B0A&shopping_cart_id=2724482B2A4A40484D5B5020230A&country_code=CA&lang_code=ENGL&item_s_key=00216309&item_key_date=991231&input_doc_number=&input_doc_title=workflow.

ANSI/AIIM MS44-1988 (R1993). **Recommended Practice for Quality Control of Image Scanners.**

Adopted as a Federal Information Processing Standard (FIPS), MS44 provides procedures for the ongoing control of quality within an electronic image management (EIM) system from input to output.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1275.

ANSI/AIIM MS50-1994. **Recommended Practice for Monitoring Image Quality of Aperture Card Film Image Scanners.**

The procedures covered in this standard are designed for an operator and have two purposes; to provide information needed to set up criteria for monitoring image quality and to list the capabilities of what the scanner can and cannot do.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1277.

ANSI/AIIM MS52-1991. **Recommended Practice for the Requirements and Characteristics of Original Documents Intended for Optical Scanning.**

This standard describes the physical characteristics of original documents which will facilitate scanning of the documents. It also identifies those characteristics that will make scanning difficult or impossible. Furthermore, this standard provides general recommendations for the design of documents in order to make those documents easier to scan.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1282.

ANSI/AIIM MS53-1993. **Recommended Practice: File Format for Storage and Exchange of Images; Bi-level Image File Format.**

This standard specifies a file format for the exchange of bi-level electronic images coded using CCITT Recommendations T.4 and T.6, (Group 3) plus bit-mapped images (having no compression). This standard aims to put into one standard, a self-contained file format for bi-level image file transfer in environments other than facsimile.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1283.

ANSI/AIIM MS54-1993 (R1999). **Graphic Symbols for Controls on Document Imaging Equipment.**

This standard provides graphic symbols for micrographics and other document management equipment to be used for identifying equipment functions. This standard makes a collection of symbols available to use for indicating the various control functions for readers, reader printers, and other document handling equipment.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1284.

ANSI/AIIM MS55-1994. **Identification and Indexing of Page Components (Zones) for Automated Processing in an EIM Environment.**

This document covers all classes of imagery that can be logically stored or visualized in a regular 2-dimensional lattice of pixels (raster). This scope includes an exact description of the data elements (their representation and their organization) to be used to implement a zone definition record as a Standard Recommended Practice.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1285.

ANSI/AIIM MS58-1996. **Implementation of Small Computer Systems Interface (SCSI-2) for Document Scanners.**

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1286.

ANSI/AIIM MS59-1996. **Media Error Monitoring and Reporting Techniques for Verification of Stored Data on Optical Digital Data Disks.**

By acquiring optical disk-based information systems that comply with this standard, data and records managers will be able to access media error information at both a functional (higher) level and an interface level for optical disk drives that implement ANSI X3.131.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=6540.

ANSI/AIIM MS60-1996. **Electronic Folder Interchange Datastream.**
This standard describes how to transit objects, attributes, and hierarchical relationships between Electronic Image Management (EIM) Systems. The standard format is independent of storage media or of EIM systems.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=6541.

ANSI/AIIM MS61-1996. **API for Scanners in Document Imaging Systems.**
This standard provides a common programming interface between device dependent software and document image scanners. It also explains how to provide uniform access to the typical design features of document scanners and to specific features that individual manufacturers may provide.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1288.

ANSI/AIIM MS62-1999. **Recommended Practice for COM Recording Systems Having an Internal Electronic Forms Generating System - Operational Practices for Inspection and Quality Control.**
This American National Standard describes the components of a software test form to be used in COM recorder systems that can accept electronic forms.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=223533.

ANSI/AIIM MS66-1999. **Metadata for Interchange of Files on Sequential Storage Media Between File Storage Management Systems (FSMS).**
This document describes a standard for specifying metadata that describes how a File Storage Management System (FSMS) has stored files on sequential media.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=101462.

ANSI/AIIM TR09-1989 (R1992). **Color Microforms.**
This standard discusses equipment, supplies, suggested practices, and special considerations regarding the production of all types of color microforms.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1294.

ANSI/AIIM TR15-1997. **Planning Considerations Addressing Preparation of Documents for Image Capture Systems.**
The physical preparation of documents for image capturing systems is outlined in the planning considerations and described in a set of generic procedures. A number of scenarios cover conversion of paper to microform, and/or to digital and other variations.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=51930.

ANSI/AIIM TR17-1989 (A1992). **Facsimile and Its Role in Electronic Imaging.**
This basic guide to fax begins with an explanation of facsimile standards and the variety of fax equipment available for today's office. A section includes insight to facsimile of the future, including fax as part of electronic imaging.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1300.

ANSI/AIIM TR19-1993. **Electronic Imaging Output Displays.**
Provides information on how to select the appropriate display technology to match your current and future imaging requirements. Computer displays for EIM of machine code, text, graphics, and imagery (bi-level, gray scale, or color images) are discussed.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1302.

ANSI/AIIM TR21-1991. **Recommendations for the Identifying Information to be Placed on Write-Once-Read-Many (WORM) and Rewritable Optical Disk (OD) Cartridge Label(S) and Optical Disk Cartridge Packaging (Shipping Containers).**
This covers the information that should be placed on optical disk packaging materials, including printed labels, to identify the disk types of optical disks.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1304.

ANSI/AIIM TR27-1996. **Electronic Imaging RFP Guidelines.**
This technical report takes you step-by-step through the process of analyzing your situation and developing a "request for proposal" that systematically describes your organization's electronic imaging requirements and functional needs. The report focuses on imaging systems for office-type documents.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1307.

ANSI/AIIM TR28-1991. **The Expungement of Information Recorded on Optical Write-Once-Read-Many (WORM) Systems.**
The procedures explained here are for removing information on Write-Once-Read-Many (WORM) optical reports in response to court orders.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1308.

ANSI/AIIM TR29-1993. **Electronic Imaging Output/Printers.**
This technical report covers current electronic imaging printer technologies used in an office document handling environment, dealing with document-only printers with maximum paper or transparency size equal to or less than 12" X 17.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1309.

ANSI/AIIM TR32-1994. **Paper Forms Design Optimization for EIM.**
This long-awaited technical report shows you how to minimize the costs of EIM forms processing by choosing the appropriate scanning technology and form designs.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1314.

ANSI/AIIM TR33-1998. **Selecting an Appropriate Image Compression Method to Match User Requirements.**
This technical report provides practical methods for analyzing user requirements for image compression to facilitate the selection of a suitable and optimal image compression scheme.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1316.

ANSI/AIIM TR34-1996. **Sampling Procedures for Inspection by Attributes of Images in Electronic Image Management (EIM) and Micrographic Systems.**

Contains procedures that may be used to sample electronic or micrographic images to determine if a lot or batch of images meets specified quality requirements. Its purpose is to provide guidance in selecting a sampling procedure.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=6842.

ANSI/AIIM TR35-1995. **Human and Organization Issues for Successful EIM Systems Implementation.**

This primer provides a framework for understanding the basic issues and concepts of organization, human and ergonomic factors for EIM systems. The focus is on cognitive, physical, organizational, and human factors as technologies.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1315.

ANSI/AIIM TR39-1996. **Guidelines for the Use of Media Error Monitoring & Reporting Techniques for the Verification of Information Stored on Optical Digital Data Disks.**

This technical report outlines the guidelines for use when implementing ANSI/AIIM MS59-1995, media-error monitoring and reporting tools.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=9083

ANSI/AIIM TR40-1995. **Suggested Index Fields for Documents in EIM Environments.**

Reference this document when establishing index fields in an electronic image management (EIM) system. Sample index fields are provided for processing and retrieving information captured for use with EIM systems. Uses for the indexing fields include: search, retrieval, query, processing, routing, queuing (workflow), and maintenance (backup and purging).
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=9082.

ANSI/AIIM TR101-1998. **Electronic Imaging Starter Set.**

Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=51932.

5.3 Imaging, ISO

ISO 10922:2000. **Information on Optical Disk Cartridges (ODC) Shipping Packages and ODC Labels.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18906&ICS1=35&ICS2=220&ICS3=30.

ISO/TS 12033:2001. **Electronic Imaging – Guidance for Selection of Document Image Compression Methods.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=31716&ICS1=37&ICS2=80&ICS3=.

ISO TS 12029. **Electronic Imaging – Forms Design Optimization for Electronic Image Management.**

Ordering information:
http://global.ihs.com/doc_detail.cfm?currency_code=USD&customer_id=21254E53200A&shopping_cart_id=2724482B2A4A40484D5B5020260A&country_code=CA&lang_code=ENGL&item_s_key=00395150&item_key_date=970916&input_doc_number=&input_doc_title=forms%20management.

ISO/TR 12037:1998. **Electronic Imaging – Recommendations for the Expungement of Information Recorded on Write-Once Optical Media.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=3356&ICS1=37&ICS2=80&ICS3

ISO 12142:2001. **Electronic Imaging – Media Error Monitoring and Reporting Techniques for Verification of Stored Data on Optical Digital Data Disks.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=24942&ICS1=37&ICS2=80&ICS3.

ISO 12650:1999. **Document Imaging Applications – Microfilming of Achromatic Maps on 35 mm Microfilm.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=1642&ICS1=37&ICS2=80&ICS3.

ISO 12653-1:2000. **Electronic Imaging – Test Target for Black-and-White Scanning of Office Documents – Part 1: Characteristics.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=31705&ICS1=37&ICS2=80&ICS3.

ISO 12653-2:2000. **Electronic Imaging – Test Target for Black-and-White Scanning of Office Documents – Part 2: Methods of Use.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=36911&ICS1=37&ICS2=80&ICS3=.

ISO/TR 12654:1997. **Electronic Imaging – Recommendations for the Management of Electronic Recording Systems for the Recording of Documents that May Be Required as Evidence, on WORM Optical Disk.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=2296&ICS1=37&ICS2=80&ICS3=.

ISO/TR 14105:2001. **Electronic Imaging – Human and Organizational Issues for Successful Electronic Image Management (EIM) Implementation.**

Ordering information: http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=35607&ICS1=37&ICS2=80&ICS3.

ISO 18927:2002. **Imaging Materials – Recordable Compact Disk Systems – Method for Estimating the Life Expectancy Based on the Effects of Temperature and Relative Humidity.**

This International Standard specifies a test method for estimating the life expectancy of information stored on recordable compact disc systems. Only the effects of temperature and relative humidity on the media are considered. This International Standard does not cover the effects of light, air pollution or time-dependent flow phenomena.

Ordering information: http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=31952&ICS1=37&ICS2=80&ICS3=.

5.4 Micrographics, Can/CGSB

CAN/CGSB-72.7-M88. **Manual Drafting Requirements for Drawings to be Microfilmed.**

This standard applies to manual drafting practices used in the preparation of all types of drawings for which microfilming is anticipated.

Ordering Information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_007-e.html.

CAN/CGSB-72.8-M80. **Examination and Preparation of Drawings to be Microfilmed.**

Includes techniques for their rehabilitation where necessary. It also identifies the responsibility of the custodian or originator, and the microfilm technicians in the processing of sub-standard of defective drawings, including those that do not conform to CAN/CGSB-72.7-M.

Ordering Information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_008-e.html.

CAN/CGSB-72.9-M81. **Operating Procedures for Microfilming of Technical Drawings.**

This standard includes preparation of original drawings, center markings, positioning of drawings and reduction ratios.

Ordering Information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_009-e.html.

CAN/CGSB-72.10-M78/ISO 3334:1976. **Microcopying - ISO Test Chart No. 2.**

Dual-Designated Standard: ISO 3334-1976. This International Standard specifies a method of determining the resolving power of a given camera, film and development combination used in a microcopying system or the resolution achieved in microcopies there from.

Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_010-e.html.

CAN/CGSB-72.12-M81. **Microcopying of Technical Drawings - Quality Criteria and Control.**

Covers the requirements for the quality, performance and image quality for the first, second and third generation microfilm copies made on black and white silver-image film.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_012-e.html.

CAN/CGSB-72.13-M80. **Microfiche of Documents.**

This standard applies to the procedures and requirements for the microcopying of documents on first generation silver halide microfiche with a sheet size of 105 x 148 mm (ISO A6 size) and containing 98, 49,60 or 30 frames.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_013-e.html.

CAN/CGSB-72.14-M89. **Unitized 35 mm Microfilm Carriers (Aperture Cards).**

This standard applies to the microcopying of all documents prepared by drawing offices, such as technical drawings, architect's plans, specifications, vocabularies, and parts lists. It deals with the requirements for the microcopying of such data onto single frames of 35 mm microfilm mounted individually in cards.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_014-e.html.

CAN/CGSB-72.15-M83. **Computer Output Microfilm (COM), Microfiche. 1983.**

This standard applies to procedures and requirements for computer output microfilm generated directly onto 105 mm film and duplicates made from first generation microfiche.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_015-e.html.

CAN/CGSB-72.16-M83. **Computer Output Microfilm (COM) 16 mm Roll.**

This standard applies to the procedures and requirements for computer output microfilm (COM) generated directly onto 16 mm roll film. Excludes graphic configurations, production of first generation microfilm by methods other than a COM recorder; and duplicates made from other than COM produced first generation roll microfilm.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_016-e.html.

CAN/CGSB-72.18-M85. **Paper Enclosures for the Filing and Storage of Processed Microfiche.**

This standard describes the physical and chemical requirements for paper enclosures designed for the filing and storage of processed microfiche.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_018-e.html.

CAN/CGSB-72.19-M85. **Criteria for the Evaluation of Micrographic Service Bureaux.**
This standard describes the physical and chemical requirements for paper enclosures designed for the filing and storage of processed microfiche.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_018-e.html.

CAN/CGSB-72.21-M89/ISO 8126:1986. **Micrographics - Diazo and Vesicular Films - Visual Density - Specifications.**
This International Standard specifies a method for measuring the diffuse visual density of diazo films and the projection visual density of vesicular films. It also determines density values of second generation microforms.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_021-e.html.

CAN/CGSB-72.22-M87/ISO 6829:1983. **Flowchart Symbols and their Use in Micrographics.**
This International Standard specifies symbols for microfilm operations and symbolic language for labeling these symbols in order to delineate specific operations, functions, and features. This International Standard also presents guidelines and recommendations for flowcharting management systems (level 1) and operational systems (level 2).
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_022-e.html.

CAN/CGSB-72.28-M88/BS 6660-1985. **Setting Up and Maintaining Micrographic Units.**
Dual-designated standard: BS 6660-1985. This British Standard provides guidance on planning and operating a micrographics unit. It provides only a general outline of the matters to be considered, and users are advised to consult specialists about their detailed requirements.
Ordering information: http://www.pwgsc.gc.ca/cgsb/catalogue/specs/072/072_028-e.html.

5.5 Micrographics, ANSI/AIIM

ANSI/AIIM MS1-1996. **Recommended Practice for Alphanumeric Computer-Output Microforms - Operational Practices for Inspection and Quality Control.**
Adopted as a Federal Information Processing Standard (FIPS), this standard assists to assure the quality of alphanumeric COM-generated images (up to 48:1 reduction) by using the test (legibility) and requirements.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1143.

ANSI/AIIM MS4-1987. **Flowcharts Symbols and Their Use in Micrographics.**
This document defines symbols and guidelines for flowcharting micrographics management and operational systems. For use with AIIM Flowchart Template, X301.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1144.

ANSI/AIIM MS5-1992 (R1998), **Microfiche.**

The use of microfiche has grown steadily for a number of years. This revision, which has been adopted as a Federal Information Processing Standard (FIPS), takes into account the improvements, modifications and refinements that have been accepted in the past decade. Sections of the former MS2 COM formats standards relating to microfiche have been reviewed, revised, and incorporated into this edition of MS5.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1145.

ANSI/AIIM MS6-1981 (R1993)**. Microfilm Package Labeling.**

There is vital information that should be included on packages of unexposed film to properly identify the contents. This standard defines that information, including safelight conditions, emulsion batch, and expiration date.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1146.

ANSI/AIIM MS8-1988 (R1998), **Image Mark (Blip) Used in Image Mark Retrieval Systems.**

Automatic retrieval of microimages on 16 mm film is facilitated when the blip mark meet this standard's requirements for location, density, and dimensions.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1147.

ANSI/AIIM MS9-1987 (R1996), **Method for Measuring Thickness of Buildup Area on Unitized Microfilm Carriers (Aperture, Camera, Copy and Image Cards).**

Determine the classification of uniform microfilm carriers more easily by using this standard, which defines the method for measuring combined thickness of the card laminate and the aperture adhesive of the card and microfilm.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1148.

ANSI/AIIM MS10-1987(R1993). **Method for Determining Adhesion of Protection Sheet to Aperture Adhesive of Unitized Microfilm Carrier (Aperture Card).**

How well the protection sheet adheres to the adhesive on aperture cards can be determined by the standard test and requirements offered in this document.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1149.

ANSI/AIIM MS11-1987 (R1999). **Microfilm Jackets.**

This standard defines the dimensions, operational constraints, and other basic characteristics of the microfilm jacket. It primarily addresses user requirements rather than production requirements. It does not cover formats or channel configurations.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1150.

ANSI/AIIM MS14-1998 (R1996). **Specifications for 16mm and 35 mm Roll Microfilm.**

Adopted as a Federal Information Processing Standard (FIPS), standards for film that will be used in 16 mm and 35 mm roll applications are described.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1152.

ANSI/AIIM MS15-2000. **Dimensions & Operational Constraints for Single-Core Cartridge for 16mm Processed Microfilm.**

This standard specifies the physical and performance characteristics of cartridges used for storing and viewing processed 16mm microfilm. The intent of the standard is to

achieve compatibility between the cartridge and the automatic threading readers and reader-printers.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=672803.

ANSI/AIIM MS17-1992. **Rotary (Flow) Microfilm Camera Test Chart and Test Target- Descriptions and Use.**
This standard will help determine the optical performance of rotary microfilm cameras using the test chart outlined in this document. For test charts conforming to this standard, see products X112 or X113 in the Tools & Test Targets section.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1255.

ANSI/AIIM MS18-1992 (R1998). **Splices for Imaged Microfilm - Dimensions and Operational Constraints.**
Requirements for splicing processed microfilm, and leaders and trailers independent of film width or type of base support are discussed in this standard. Improperly spliced microfilm can cause numerous difficulties when making subsequent microfilm copies or when used in readers and reader-printers.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1256.

ANSI/AIIM MS19-1993. **Recommended Practice for Identification of Microforms.**
"Fore" and "aft" certification and bibliographic targets are replaced by these standard declarations when filming records of federal, state, local, and other public institutions. Targets suitable for photocopying are included.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1257.

ANSI/AIIM MS23-1998. **Practice for Operational Procedures/Inspection and Quality Control of First-Generation, Silver-Gelatin Microfilm of Documents.**
This standard takes you step-by-step through the establishment of a source-document production operation. It includes over 40 illustrations and blank forms suitable for actual use.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1259.

ANSI/AIIM MS24-1980 (R1996). **Standard Test Target for Use in Microrecording Engineering Graphics on 35mm Microfilm.**
Describes a quality-control test target for use in filming large documents using 35mm planetary cameras. Various size parameters are given to accommodate different reductions.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1260.

ANSI/AIIM MS26-1990. **35mm Planetary Camera (Top-Light) – Procedures for Determining Illumination Uniformity of Microfilming Engineering Drawings.**
This standard specifies the minimum test target elements and their criteria to be used in determining the uniformity of illumination on the copyboard of a 35mm planetary camera.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1261.

ANSI/AIIM MS28-1996. **Alphanumeric COM Quality Test Slide.**

Adopted as a Federal Information Processing Standard (FIPS), this standard assists with testing the quality of your COM recorder output with a COM quality test slide prepared from specifications outlined in this standard. This test slide has been designed for use in conjunction with MS01 practices.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1262.

ANSI/AIIM MS29-1992. **Cores and Spools for Microfilm Recording Equipment – Dimensions.**

Covers common (16mm, 35mm, and 105mm widths) cores and spools currently in use by the microfilm industry in original recording equipment.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1263.

ANSI/AIIM MS32-1996. **Microrecording of Engineering Source Documents on 35mm Microfilm.**

This revised standard specifies the procedures, dimensions, and quality values governing the micro-recording of engineering documentation on 35mm microfilm. It does not include microrecording of cartographic, architectural material, or other engineering graphics that do not conform to pertinent standards under ASME Y14.2M, Line Conventions and Lettering.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1264.

ANSI/AIIM MS34-1990. **Dimensions for Reels Used For 16mm and 35mm Microfilm.**

The positions and sizes of flanges and spindle holes that comprise reels are addressed in this standard. Lateral runout, flange design, and reel finish are also examined.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1265.

ANSI/AIIM MS35-1990. **Recommended Practice for the Requirements and Characteristics of Original Documents That May Be Microfilmed.**

This recommended practice describes the essential requirements and characteristics for the creation of documents that will facilitate microfilming. Excluded are technical drawings and newspapers.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1266.

ANSI/AIIM MS37-1988 (A1996). **Recommended Practice for Microphotography of Cartographic Materials.**

This standard covers negative-to-positive and direct positive camera microphotography, using color and monochromatic film types to record maps, charts, and related graphic products. It also covers documents including line, continuous tone, color, and photographic images using 16mm and 35mm microfilm and 105mm single- and multiple-image microfiche formats.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1268.

ANSI/AIIM MS38-1995. **Microrecording of Engineering Graphics - Computer-Output Microfilm.**

The procedures, dimensions, and quality values governing the micro-recording of engineering documentation with a 35mm computer-output microfilmer (COM) are

described. Included are microimage characteristics common to source document production techniques and those COM-created.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1269.

ANSI/AIIM MS39-1987. **Recommended Practice for Operational Procedures, Quality Control & Inspection of Graphic Computer-Output Microforms.**
Contains operational and quality-control guidelines for graphic computer-output microfilm (COM) recorders and microforms using black-and-white film.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1270.

ANSI/AIIM MS40-1987 (R1992**). Microfilm Computer Assisted Retrieval (CAR) Interface Commands.**
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1271.

ANSI/AIIM MS41-1996 (R2002). **Dimensions of Unitized Microfilm Carriers and Apertures (Aperture, Camera, Copy and Formerly Image Cards).**
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1272.

ANSI/AIIM MS42-1989. **Recommended Practice for the Expungement, Deletion, Correction or Amendment of Records on Microforms.**
Applies to the expungement of microfilmed images. It specifies the methods to use and recommends procedures which establish uniform documentation for such legally ordered removals.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1273.

ANSI/AIIM MS43-1998. **Operational Procedures/Inspection and Quality Control of Duplicate Microforms of Documents & from COM.**
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1274.

ANSI/AIIM MS45-1990. **Recommended Practice for Inspection of Stored Silver Gelatin Microforms for Evidence of Deterioration.**
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1276.

ANSI/AIIM MS46-1990 (R1996). **Test Target and Test Method for Determining Output of 35mm Microfilm Duplicators (A1996).**
This is a test procedure for intimate contact and even exposure when contact printing on a copy card-limited to direct imaging such as (negative to negative) film duplication. All measurements are made in visual diffuse transmission density units.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1278.

ANSI/AIIM MS 48-1999. **Recommended Practice – Microfilming Public Records on Silver Halide Film.**
Covers original first-generation microforms, including Computer Output Microfilm (COM) or other bit map image capable devices, roll film, microfiche, aperture cards, and jacket film. This recommended practice applies to the microfilming of records of federal, state, local, and other public agencies.
Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1280.

ANSI/AIIM MS51-1991. **Micrographics - ISO Resolution Test Chart No. 2 Description and Use.**

This international standard, adopted as a national standard, specifies a method of determining resolution. It also includes specifications for the ISO standard resolution test chart used.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1281.

ANSI/AIIM MS111-1994. **Micrographics – Standard Recommended Practice for Microfilming Printed Newspapers on 35 mm Roll Microfilm.**

Establishes consistent formats and uniform quality criteria for microfilming printed newspapers. Its scope is limited to filming done on planetary cameras (using 35mm silver-gelatin roll film).

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1287.

ANSI/AIIM TR4-1989 (A1993). **Silver Recovery Techniques.**

The economics and techniques of recovering silver from used photographic processing solutions are detailed in this technical report. Included are vendors of equipment and supplies, refiners of recovered silver, and a bibliography of other sources of information on the subject.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1293.

ANSI/AIIM TR11-1987 (A1998). **Microfilm Jacket Formatting and Loading Techniques.**

This document helps ensure finished jackets can be duplicated, placement of microfilm images on jacketed microforms resembles standard microfiche image placement, and duplicate copies are of acceptable quality and legibility to allow viewing and/or hardcopy reproduction on any standard unitized microfilm retrieval device.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1295.

ANSI/AIIM TR12-1988 (R1997**). Bar Coding on Microfiche for Production and Dynamic Distribution Control.**

The present and potential uses of bar codes on microfiche and their location and orientation for controlling duplication and distribution is the subject of this technical report. A brief summary of bar codes in general is also included.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1296.

ANSI/AIIM TR13-1998. **Preservation of Microforms in an Active Environment – Guidelines.**

Provides general guidance for the storage, care, handling, and use of microforms in an active or working environment. All currently available microfilm types are briefly discussed and some general guide-lines are provided for the use and care of readers and reader-printers.

Ordering information: http://www.techstreet.com/cgi-bin/detail?product_id=1297.

ANSI/AIIM TR16-1996 (R2000). **Content of Product Specification Sheets for Microform Readers and Reader-Printers.**

This report was prepared especially to help equipment manufacturers prepare key descriptive information for product specification sheets describing microform readers

and reader-printers, excluding enlarger printers, aperture cards, and aperture card reader-printers.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1299.

ANSI/AIIM TR20-1994 (R2000). **Environmental and Work Place Safety Regulations Affecting Microfilm Processors.**

The laws and regulations addressed in this report control photo-processing waste water (effluent) discharges, regulate hazardous chemicals, and provide protection to employees exposed to hazardous substances. The report reviews the federal requirements and lists contacts for state agencies responsible for regulations enforcement.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1303.

ANSI/AIIM TR26-1993. **Resolution as it Relates to Photographic and Electronic Imaging.**

This in-depth discussion of resolution in imaging systems describes what the term "resolution" means to various photographic and electronic imaging resolution and applies it to the evaluation of photo-graphic and electronic systems.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=1305.

ANSI/AIIM TR34-1996. **Sampling Procedures for Inspection by Attributes of Images in Electronic Image Management (EIM) and Micrographic Systems.**

Contains procedures that may be used to sample electronic or micrographic images to determine if a lot or batch of images meets specified quality requirements. Its purpose is to provide guidance in selecting a sampling procedure.

Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=6842.

ANSI/AIIMTR38-1996. **Identification of Test Images for Document Imaging Applications.**

Provides a directory of the most commonly used test charts and test patterns used in document imaging applications; such as, electronic document imaging, facsimile, micrographics, or photocopying document imaging components.
Ordering Information: http://www.techstreet.com/cgi-bin/detail?product_id=6843.

ANSI/NISO Z39.74-1996 (R2002). **Guides to Accompany Microform Sets.**

Describes the basic requirements for user guides that accompany microform sets so microform publishers can provide the most useful and comprehensive guides to their publications.
Download from: http://www.niso.org/standards/standard_detail.cfm?std_id=506.

5.6 Micrographics, ISO

ISO 446:1991. **Micrographics – ISO Character and ISO Test Chart No. 1 – Description and Use.**

Applies to the quality testing of microimages produced with a given micrographic system and allows to determine the potential legibility of documents recorded with that system.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=4465&ICS1=37&ICS2=80&ICS3.

ISO 1116:1999. **Micrographics – 16 mm and 35 mm Microfilm Spools and Reels – Specifications.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=5640&ICS1=37&ICS2=80&ICS3.

ISO 3272-1:2003. **Microfilming of Technical Drawings and Other Drawing Office Documents – Part 1: Operating Procedures.**

This standard specifies reduction ratios, enlargement ratios, sizes of enlargement and the resulting image sizes for recording on 35 mm unperforated microfilm technical drawings and other drawing office documents, such as architects' plans, calculation notes, specifications, vocabularies and parts lists.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=36544&ICS1=37&ICS2=80&ICS3.

ISO 3272-2:1994. **Microfilming of Technical Drawings and Other Drawing Office Documents – Part 2: Quality Criteria and Control of 35 mm Silver Gelatin Microfilms.**

Specifies the procedures for maintaining and checking the quality and reproducibility of 35 mm silver-gelatin-type microfilm in black-and-white. Is applicable to first-generation, second generation and distribution silver copies, processed in accordance with ISO 10602 and produced on microfilm cameras from hard copy.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=8503&ICS1=37&ICS2=80&ICS3.

ISO 3272-3:2001. **Microfilming of Technical Drawings and Other Drawing Office Documents – Part 3: Aperture Card for 35mm Microfilm.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=36114&ICS1=37&ICS2=80&ICS3.

ISO 3272-4:1994. **Microfilming of Technical Drawings and Other Drawing Office Documents – Part 4: Microfilming of Drawings of Special and Exceptional Elongated Sizes.**

Establishes general principles for microfilming drawings of special and exceptional elongated sizes specified in ISO 5457. Is applicable to sequences of microfilmed multiple frame drawings, reduction ratios and frame overlap.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=8507&ICS1=37&ICS2=80&ICS3.

ISO 3272-5:1999. **Microfilming of Technical Drawings and Other Drawing Office Documents – Part 5: Test Procedures for Diazo Duplicating of Microfilm Images in Aperture Cards.**

Ordering Information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=8508&ICS1=37&ICS2=80&ICS3.

ISO 3272-6:2000. Microfilming of Technical Drawings and Other Drawing Office Documents – Part 6: Quality Criteria and Control of Systems for Enlargements from 35 mm Microfilm.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=8509&ICS1=37&ICS2=80&ICS3.

ISO 3334:1989. **Micrographics – ISO Resolution Test Chart No. 2 – Description and Use.**

Constitutes a minor revision of the first edition (ISO 3334:1970). Described is a method of determining the resolving power of a given camera, film and development combination in a microcopying system or the resolution achieved in microcopies. A test chart is specified for this purpose.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=8600&ICS1=37&ICS2=80&ICS3.

ISO 4087:1991. **Micrographics – Microfilming of Newspapers for Archival Purposes on 35 mm Microfilm.**

Includes requirements for targets to ensure proper bibliographic control and to provide verification that the film meets International Standards required for archival microfilming. This second edition cancels and replaces the first edition (1979).
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=9818&ICS1=37&ICS2=80&ICS3.

ISO 6148:2001. **Photography – Micrographic Films, Spools and Cores – Dimensions.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=33392&ICS1=37&ICS2=80&ICS3.

ISO 6198:1993. **Micrographics – Readers for Transparent Microforms – Performance Characteristics.**

Specifies the essential performance characteristics of readers with magnification less than or equal to 50:1 designed for use with black-and-white roll microfilm and strips that have a maximum width of 35 mm.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=12470&ICS1=37&ICS2=80&ICS3.

ISO 6199:1991. **Micrographics – Microfilming of Documents on 16 mm and 35 mm Silver-Gelatin Type Microfilm – Operating Procedures.**

Establishes general principles for document filming, including orientation of images on film, area for codes, and the information required to facilitate identification, classification, testing and subsequent use of the microfilm.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=12471&ICS1=37&ICS2=80&ICS3.

ISO 6200:1999. **Micrographics – First Generation Silver Gelatin Microforms of Source Documents – Density Specifications and Methods of Measurement.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=28103&ICS1=37&ICS2=80&ICS3.

ISO 6342:1993. **Micrographics – Aperture Cards – Method of Measuring Thickness of Buildup Area.**

The method specified determines the buildup thickness of the aperture card as the difference between the thickness of the buildup area and the thickness of the card both measured using a micrometer.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=12641&ICS1=37&ICS2=80&ICS3.

ISO 6343:1981. **Micrographics – Unitized Microfilm Carrier (Aperture Card) – Determination of Adhesion of Protection Sheet to Aperture Adhesive.**

This standard deals with the method of determining the maximum and minimum adhesion of the protection sheet and the adhesive for the purpose of facilitating the manual or automatic removal of the sheet.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=12642&ICS1=37&ICS2=80&ICS3.

ISO 6428:1982. **Technical Drawings – Requirements for Microcopying**.

The rules of ISO 128, ISO 3098, ISO 5457 are expanded. The requirements will provide for high quality microforms with which legible enlargement copies can be made, and documents complying with them can also be reproduced by any other reprographic system.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=12779&ICS1=37&ICS2=80&ICS3.

ISO 7565:1993. **Micrographics – Readers for Transparent Microforms – Measurement of Characteristics.**

Specifies methods and instruments for measuring the characteristics for readers specified in ISO 6198. Applies to magnification, resolution, distortion, screen luminance, screen contrast and film gate temperatures.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=14348&ICS1=37&ICS2=80&ICS3.

ISO 8126:2000. Micrographics – **Duplicating Film, Silver, Diazo and Vesicular – Visual Density – Specifications and Measurement.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=15190&ICS1=37&ICS2=80&ICS3.

ISO 8127:1:1989. **Micrographics – A6 Size Microfilm Jackets – Part 1: Five Channel Jacket for 16 mm Microfilm.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=15191&ICS1=37&ICS2=80&ICS3.

ISO 8127-2:1999. **Micrographics – A6 Size Microfilm Jackets – Part 2: Other Types of Jacket for 16 mm and 35 mm Microfilm.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=15192&ICS1=37&ICS2=80&ICS3.

ISO 8514-1:2000. **Micrographics – Alphanumeric Computer Output Microforms – Quality Control – Part 1: Characteristics of the Test Slide and Test Data.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=28104&ICS1=37&ICS2=80&ICS3.

ISO 8514-2:2000. **Micrographics – Alphanumeric Computer Output Microforms – Quality Control – Part 2: Method.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=28105&ICS1=37&ICS2=80&ICS3.

ISO 9848:1993. **Photography – Source Document Microfilms – Determination of ISO Speed and ISO Average Gradient.**
The method of determination specified is based on exposing and processing samples, measuring density from the resultant images to produce a sensitometric curve from which values are taken and used to determine ISO speed and ISO average gradient.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=17726&ICS1=37&ICS2=80&ICS3.

ISO 9878:1990. **Micrographics – Graphical Symbols for Use in Microfilming.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=17757&ICS1=37&ICS2=80&ICS3.

ISO 9923:1994. **Micrographics – Transparent A6 Microfiche – Image Arrangements.**
Specifies the characteristics of microfiche intended for international interchange of information and for micropublishing.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=17808&ICS1=37&ICS2=80&ICS3.

ISO 10196:2003. **Document Imaging Applications – Recommendations for the Creation of Original Documents.**
Provides guidance on the creation of printed documents so that they may be easily reproduced as microforms or scanned images.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=26764&ICS1=37&ICS2=80&ICS3.

ISO 10197:1993. **Micrographics – Reader-Printers for Transparent Microforms – Characteristics.**
Specifies the essential performance characteristics of reader-printers designed for viewing and making hard copies from microfilm with a maximum width of 35 mm, whether in microfilm strips or in roll form, in open reels, cartridges or cassettes, microfiches, jackets and image cards.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18224&ICS1=37&ICS2=80&ICS3.

ISO 10198:1994. **Micrographics – Rotary Camera for 16 mm Microfilm – Mechanical and Optical Characteristics**.
Specifies the mechanical and optical characteristics, climatic conditions, electrical supply and safety, controls, markings of rotary cameras used for recording documents onto 16 mm microfilms as specified in ISO 6199.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18225&ICS1=37&ICS2=80&ICS3.

ISO 10549:2000. **Micrographics – A6 Size Aperture Cards.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18634&ICS1=37&ICS2=80&ICS3.

ISO 10550:1994. **Micrographics – Planetary Camera Systems – Test Target for Checking Performance.**
Specifies methods for checking the performance of the system and for monitoring cameras in routine use. Applies to systems used to produce first-generation microforms that comply with ISO 3272-1, ISO 3272-2, ISO 6199 or ISO 9923.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18635&ICS1=37&ICS2=80&ICS3.

ISO/TR 10593:1997. **Micrographics – Use of Microfilm Jackets**.
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18677&ICS1=37&ICS2=80&ICS3.

ISO 10594:1997. **Micrographics – Rotary Camera Systems – Test Target for Checking Performance.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18678&ICS1=37&ICS2=80&ICS3.

ISO 10594:1997 **Micrographics – Rotary Camera Systems Test target for Checking Performance.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=18678&ICS1=37&ICS2=80&ICS3.

ISO 11698-1:2000. **Micrographics – Methods of Measuring Image Quality Produced by Aperture Card Scanners - Part 1: Characteristics of the Test Images.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=33415&ICS1=37&ICS2=80&ICS3.

ISO 11698-2:2000. **Micrographics – Methods of Measuring Image Quality Produced by Aperture Card Scanners – Part 2: Quality Criteria and Control.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=33416&ICS1=37&ICS2=80&ICS3.

ISO 11906:1999. **Micrographics – Microfilming of Serials -- Operating Procedures.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=2240&ICS1=37&ICS2=80&ICS3.

ISO 11928-1:2000. **Micrographics – Quality Control of Graphic COM Recorders -- Part 1: Characteristics of the Test Frames.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=33043&ICS1=37&ICS2=80&ICS3.

ISO 11928-2:2000 **Micrographics – Quality Control of Graphic COM Recorders -- Part 2: Quality Criteria and Control.**
Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=33042&ICS1=37&ICS2=80&ICS3.

ISO 11962:2002. **Micrographics – Image Mark (Blip) Used with 16 mm and 35 mm Roll Microfilm.**

This standard specifies the location, size, and density of single-size image marks and small, medium, and large image marks recorded on 16 mm and 35 mm microfilm for use in image-mark retrieval systems.

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=36565&ICS1=37&ICS2=80&ICS3.

ISO/TR 12031:2000. **Micrographics – Inspection of Silver-Gelatin Microforms for Evidence of Deterioration.**

Ordering Information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=31720&ICS1=37&ICS2=80&ICS3.

ISO/TR 12036:2000. **Micrographics – Expungement, Deletion, Correction or Amendment of Records on Microforms.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=31719&ICS1=37&ICS2=80&ICS3.

ISO 12656:2001. **Micrographics – Use of Bar Codes on Aperture Cards.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=31708&ICS1=37&ICS2=80&ICS3.

ISO 14648-1:2001. **Micrographics – Quality Control of COM Recorders that Generate Images Using a Single Internal Display System – Part 1: Characteristics of the Software Test Target.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=30735&ICS1=37&ICS2=80&ICS3.

ISO 14648-2:2001. **Micrographics – Quality Control of COM Recorders that Generate Images Using a Single Internal Display System – Part 2: Method of Use.**

Ordering Information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=30736&ICS1=37&ICS2=80&ICS3.

ISO 14985:1999. **Hard-Copy Output of Engineering Drawings – Specifications for the Structure of Control Files.**

Ordering Information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=26164&ICS1=37&ICS2=80&ICS3.

ISO 18919:1999. **Imaging Materials – Thermally Processed Silver Microfilm Specifications for Stability.**

Ordering information:
http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=25604&ICS1=37&ICS2=80&ICS3.

5.6 Other

BSI: PD 0016:2001 - **Guide to Scanning Business Documents** - Basics of document scanning and guidance on the selection of a scanner for business documents.

Ordering information:
http://www.bsi-global.com/Portfolio+of+Products+and+Services/Books+Guides/Doc+Management/pd0016.xalter

BSI: PD 0023:2001 - **Test Target for Assessing Output Quality of Black-and-White Document Scanners in Accordance with BS ISO 12653**

Ordering information:
http://www.bsi-global.com/Portfolio+of+Products+and+Services/Books+Guides/Doc+Management/pd0023.xalter